

Affidavit

- STEP 1** Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**. (See Figure 1)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)

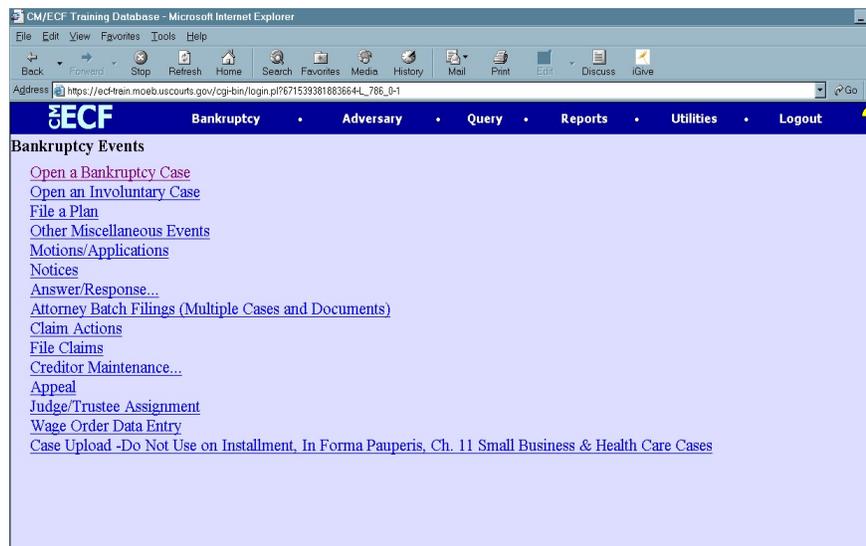


Figure 2

- Click the **Other Miscellaneous Events** hypertext link.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3)

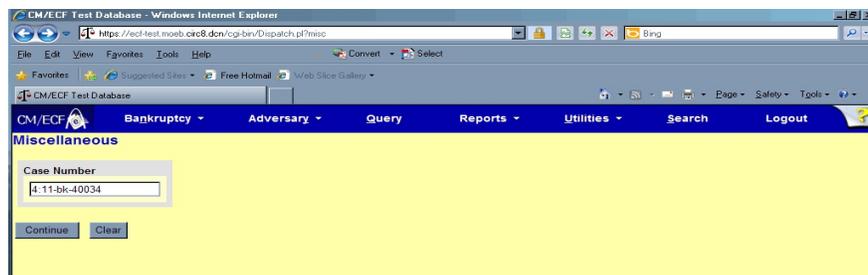


Figure 3

- Enter the case number, including the hyphen. YY-NNNNN

- Click **[Continue]**.

The **CASE INFORMATION** screen displays. Click [**Continue**].

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4)

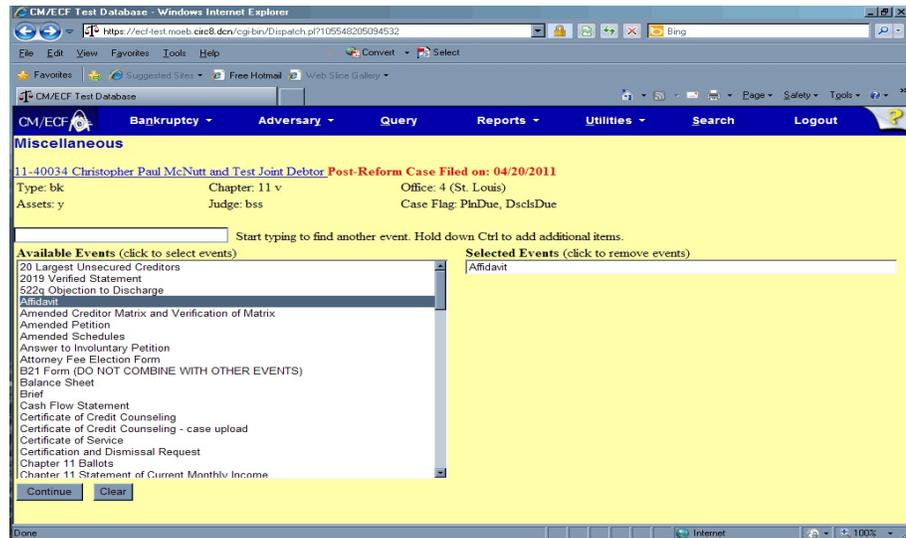


Figure 4

Select **Affidavit** from the pick list of events.

Click on **Affidavit** to select it.

Click [**Continue**].

STEP 5 The **JOINT FILING** screen displays. (See Figure 5)

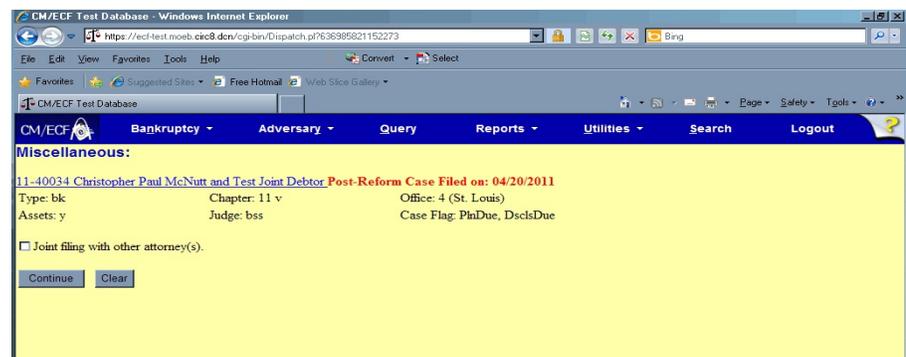


Figure 5

This screen is only used if another attorney is joining in a filing.
No action is necessary.

Click [**Continue**].

STEP 6 The **SELECT THE PARTY** screen displays. (See Figure 6)



Figure 6

Click to highlight the party filer name.

Click [**Continue**].

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen displays. (See Figure 7)



Figure 7

This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the attorney for the trustee, skip this screen by clicking on the [**Continue**].

STEP 8 The PDF DOCUMENT SELECTION screen displays.
(See Figure 8)

CM/ECF Test Database - Windows Internet Explorer
 https://ecf-test.moeb.circ8.dcn/cgi-bin/Dispatch.pl?539614817397835

File Edit View Favorites Tools Help Convert Select

CM/ECF Test Database

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-40034 Christopher Paul McNutt and Test Joint Debtor Post-Reform Case Filed on: 04/20/2011
 Type: bk Chapter: 11 v Office: 4 (St. Louis)
 Assets: y Judge: bss Case Flag: PtnDue, DclsDue

Filename
 Browse...

Attachments to Document: No Yes

Continue Clear

Figure 8

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click on the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click **[Continue]**.

STEP 9 The DOCUMENT REFERENCE screen displays. (See Figure 9)

CM/ECF Training Database - Microsoft Internet Explorer provided by SBC Yahoo! DSL

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites @Media

Address https://ecf-train.moeb.uscourts.gov/cgi-bin/login.pl?240359394626034-4_786_0-1

Adobe Search Web Mail My Yahoo! Games HotJobs Music Personals Sign In

ECF Bankruptcy Adversary Query Reports Utilities Logout

Miscellaneous:

05-40089 William Clinton

Refer to existing event(s)?

Continue Clear

Figure 9

Click in the box next to “Refer to existing event?”

Click **[Continue]**.

STEP 10 The **EVENTS CATEGORY** screen displays. (See Figure 10)

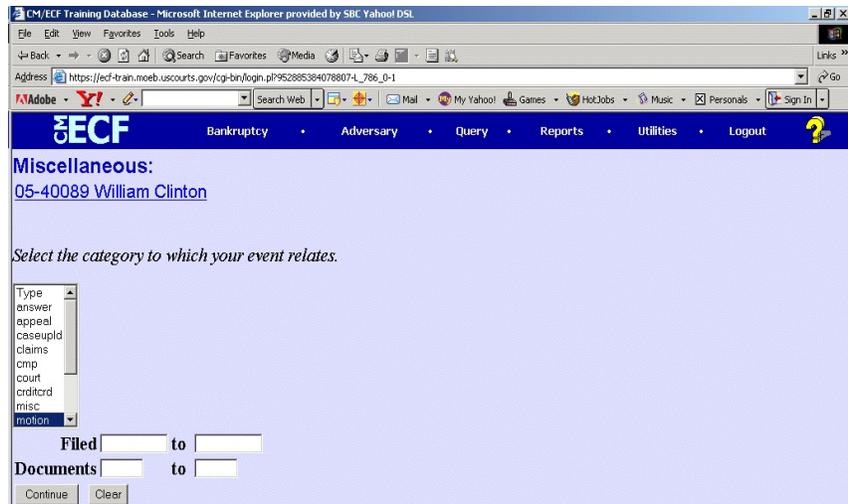


Figure 10

Select the category of document you are responding/objecting to. For example when objecting to a motion, select the motions category. When a specific category is not appropriate, choose misc. The misc category provides a generic list of events.

You may search by Filed On dates or Document Numbers.

Click **[Continue]**.

STEP 11 The **ANSWER TO MOTIONS** screen displays. (See Figure 11)



Figure 11

Select the appropriate docket event for which you are filing an affidavit by clicking in the box next to the event.

Click **[Continue]**.

STEP 12 The **MODIFY DOCKET TEXT** screen displays. (See Figure 12)

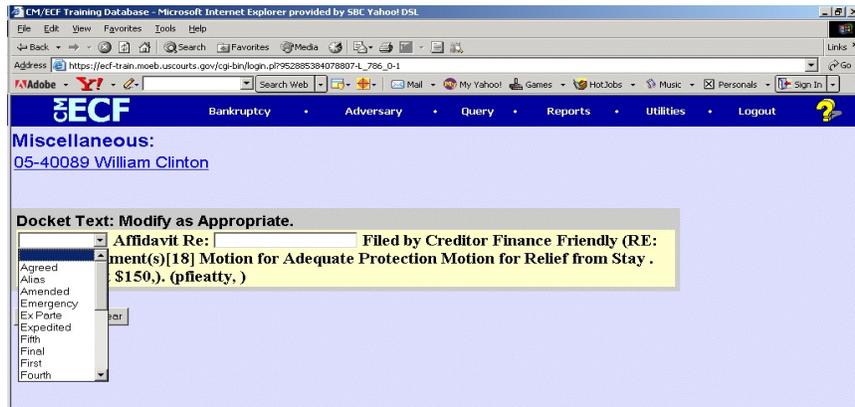


Figure 12

Click on the drop down menu to choose the type of Affidavit.

In the text box additional text for the affidavit may be added according to the courts procedures.

Click **[Continue]**.

STEP 13 The **FINAL TEXT EDITING** screen displays. (See Figure 13)

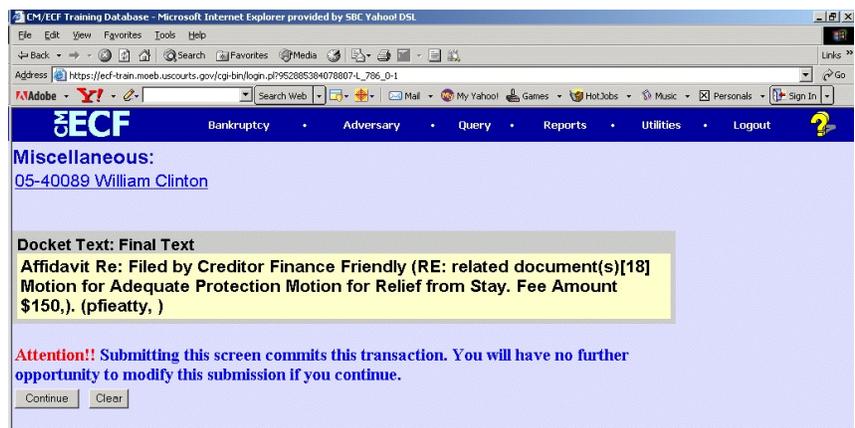


Figure 13

Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this order to the database.

If correct, click **[Continue]**.

If the final docket text is incorrect, click on your browser's **Back** button to find the screen to be modified. To abort or restart the transaction, click on **Bankruptcy** or any other selections on the **CM/ECF Main Menu** bar.

STEP 14 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser **[Print]** icon. You may also save the notice through the browser **File/Save** option.